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LANSING



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**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO # 16**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director  
Grants Coordination and School Support

DATE: March 31, 2005

SUBJECT: **Household Contacts**

The 2<sup>nd</sup> Interim Rule, Child and Adult Care Food Program: Improving Management and Program Integrity, requires sponsoring organizations to comply with household contact requirements established by the state agency. Effective April 1, 2005, sponsoring organizations must comply with the following household contact criteria and procedures:

7 CFR 226.2 defines a household contact as a contact made by a sponsoring organization or a state agency to an adult member of a household with a child in a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) which the child routinely receives while in care.

A sponsor shall use the household contact procedure if the sponsor has reason to believe a center is claiming reimbursement for meals/snacks for a child not in care. Reasons may include one or more of the following:

- Children are claimed every day with no absences for 4 or more months;
- Children are never absent except on the day of the review;
- The center claims maximum capacity except on the day of the review;
- The child enrollment form appears to be completed or altered by the center without parental consent;
- A sponsor receives a complaint that a child is not in care yet the center claims reimbursement for the child;
- Any other circumstances that would lead a sponsor to suspect a center has claimed reimbursement for a child not in care.

The household contact must be made by the sponsor to an adult member of a child's household as soon as the problem is identified.

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A household contact cover letter and form must be sent to at least 30% of the households of enrolled children at the center. The form must document the name of the child, name of the adult household member, date of contact, whether the child was enrolled in the center, the days the child attended the center, the meals/snacks the child routinely receives while in care at the center, and the name of staff conducting the contact. Each household must be instructed to complete the form and return it to the sponsoring organization within two (2) weeks from the date of the letter from the sponsoring organization.

The initial household contact must be in writing, with additional attempts being made by phone or in writing. The number of additional follow-up attempts to be made is the decision of the sponsoring organization.

No more than 45 days may elapse from the start of the household contact procedure (date the letters were originally sent to the households) to the closeout of the procedure. At the end of the 45 day period, the sponsoring organization must determine whether the household contact procedure has been successful. A return/contact rate of 50% or more of the surveyed households will be considered successful.

If contact cannot be made with at least one-half of the selected households, meaning the household contact procedure has been determined by the sponsoring organization as not successful, the sponsoring organization may take steps to declare the center seriously deficient in its operation of the CACFP. However, an unsuccessful household contact will not necessarily result in declaring a center seriously deficient. A household contact is one of many meaningful tools available to the sponsoring organization when it needs to examine questions raised from a program review or by a review of a claim. If the household contact procedure has not been successful, as defined above, the sponsoring organization may use other approaches (additional unannounced visits, more detailed review(s) of claims history, etc.) to investigate and explain the concern(s) that was triggered by a review or a claim, rather than immediately declaring the center seriously deficient. Regardless of the tool(s) used, the sponsoring organization must document all subsequent action(s) taken in response to an unsuccessful household contact.

The sponsoring organization must analyze the results of the contacts to determine if the information provided by the adult household members support the center's meal attendance/claim. If the information from the household contacts does not support the center's claim for reimbursement, the sponsor must amend the claim(s) and initiate the serious deficiency process.

Attached is a copy of the revised Parent Information Sheet that informs parents about Michigan Department of Education's requirement to verify enrollment, attendance, and meals/snacks typically consumed by children while they are in care. If parents have concerns or questions, please have them contact our office.

If you have any questions regarding this memo, please contact our office at (517) 373-7391.

Attachment

**Please keep this memo on file or in a notebook for quick and easy reference.**



## CHILD and ADULT CARE FOOD PROGRAM

*Where Healthy Eating Becomes a Habit*

### Parent Information Sheet

This child care center is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education.

Through the Child and Adult Care Food Program, you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, your child care center receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

BREAKFAST	LUNCH and SUPPER	SNACK (serve 2 from the 4 food groups below)
Milk Fruit or Vegetable or Juice Grain/Bread	Milk 2 Fruit/Vegetable servings Grain/Bread Meat or Meat Alternate	Milk Fruit or Vegetable or Juice Grain/Bread Meat or Meat Alternate

*Children less than one year old:* Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from your caregiver.

The Michigan Department of Education (MDE) is required to verify the enrollment, attendance, and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child's participation in our day care center.

If you have any questions about the Child and Adult Care Food Program, please contact:

*Insert Name of Child Care Center*

*Insert Address of Child Care Center*

*Insert Phone number of child care center*     **or**

Child and Adult Care Food Program  
Grants Coordination & School Support  
Michigan Department of Education  
P.O. Box 30008  
Lansing, Michigan 48909  
(517) 373-7391

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